

## IIAP GUIDELINES AND REQUIREMENTS FOR ON-LINE EXAMINATION

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### **Before the examination:**

1. Please ensure that the examinee has a minimum internet speed of 256 kbps. speed, during the examination.
2. Examinee is required to use a laptop; if desktop will be used, it must have a microphone, speaker and camera. Use of mobile phone, tablet, palmtop and other gadget is strictly not allowed during the exam.
3. Examinee should be ALONE in the room where he intends to take the exam.
4. The examination must be taken in a well – lit room to ensure the clarity of examinee’s face.
5. The table where the examinee is taking the exam must be cleared of all items except his/her laptop or desktop and a valid ID.
6. Examinee must follow the pre-exam instructions closely (i.e. facial recognition, camera movement instructions, environment assessment, etc.)

### **During the examination:**

1. Examinee is PROHIBITED to use mobile phones or other devices while taking the exam nor take a photo of any portion of the exam.
2. Examinee is NOT allowed to engage in other activities while taking the exam.
3. Examinee must have in his possession the same government-issued ID submitted to IIAP earlier. The examinee will be asked to capture the said ID prior to the start of the exam.
4. Examinee must AVOID all unnecessary head/body/eye movement while taking the exam.
5. Examinee’s face must always be detected by the computer camera at all times.
6. If the examinee accidentally drops any item of the floor which he needs to retrieve, he/she may do so but must do it quickly and no longer than 10 seconds.
7. In case of loss of internet connectivity, the system has an auto-save facility which will allow the examinee to log in again and proceed from where he/she left off.
8. The examinee is given 1 hour to answer all the questions. In case the examinee is not finished yet and the time limit has been exhausted, the system will automatically shut off and submit the examination to IIAP and will only include those items with answers within the allotted time.

9. An examinee can go back and review the 50 exam questions he/she answered, before the SUBMIT button is pressed.
10. After the examinee has answered all of the questions and pressed "SUBMIT", he/she can no longer go back to review his answers.
11. In case the IIAP detects any suspicious behavior of the examinee during the examination, the IIAP can pasue or terminate the examination.

**After the examination:**

1. Final results of the exam will be released after five (5) working days from the date of the examination.
2. IIAP prepares a Certificate of Completion to those examinees who completed the training and passed the exam.
3. The decision of IIAP, to declare nullity of an exam or disqualify any examinee who was in violation of the aforementioned rules set for this on-line exam is final.
4. In case of failure, the examinee can re-take the exam following the same application procedures set by IIAP on the on-line exam.

Please be guided accordingly.